



**CITY OF FORT WORTH
HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT**

LENDER'S FILE CHECKLIST FOR HOMEOWNERSHIP ASSISTANCE PROGRAM
REVISED 3/24/2014

PLEASE SUBMIT PACKAGE WITH THE FOLLOWING DOCUMENTS:

- | | |
|--|---|
| <input type="checkbox"/> ORIGINAL SIGNED HAP APPLICATION | <input type="checkbox"/> SIGNED 1040'S for past two years or transcripts |
| <input type="checkbox"/> GOOD FAITH ESTIMATE | <input type="checkbox"/> Last 2 YRS W2's |
| <input type="checkbox"/> 1003 | <input type="checkbox"/> AWARD LETTER FROM SOCIAL SECURITY |
| <input type="checkbox"/> LENDER APPROVAL | <input type="checkbox"/> LAST 6 MONTHS BANK STATEMENTS (all accounts & other assets). |
| <input type="checkbox"/> 1008 | <input type="checkbox"/> COPIES OF DRIVERS LICENSE |
| <input type="checkbox"/> CONFLICT OF INTEREST FORM | <input type="checkbox"/> COPY OF SOCIAL SECURITY CARD |
| <input type="checkbox"/> HOMEOWNERSHIP TRAINING CERT | <input type="checkbox"/> COPY OF PERMANENT RESIDENT CARD (FRONT AND BACK) |
| <input type="checkbox"/> CREDIT REPORT | <input type="checkbox"/> NOTICE TO SELLER |
| <input type="checkbox"/> VOE | <input type="checkbox"/> PURCHASE CONTRACT w/HAP verbiage
(Down Payment and Closing Cost Assistance from the City of Fort Worth) |
| <input type="checkbox"/> LAST 30 Day check stubs | |
| <input type="checkbox"/> Stmt of FICA Earnings (may be obtained on line by visiting www.ssi.gov)
(All individuals 18 yrs or older reporting no income) | <input type="checkbox"/> LEAD BASED PAINT ADDENDUM |
| <input type="checkbox"/> HUD CERTIFICATION OF INCOME STATEMENT | <input type="checkbox"/> APPRAISAL |
| <input type="checkbox"/> CHILD SUPPORT-RECEIPT OR NON-RECEIPT
(Last 12 months of child support payments) | <input type="checkbox"/> TERMITE CERTIFICATION
TREATED PLATES IF NEW CONSTRUCTION |
| <input type="checkbox"/> MCC CREDIT CERTIFICATE & BREAK DOWN | <input type="checkbox"/> HAZARD INSURANCE AND TAX CERTS |
| <input type="checkbox"/> IRS Form 4506 | |
| <input type="checkbox"/> REAL ESTATE INSPECTION (TREC) | |
| <input type="checkbox"/> SURVEY | |
| <input type="checkbox"/> STUDENT DEFERRAL LETTERS SHOWING HOW LONG DEFERRED-if applicable | |
| <input type="checkbox"/> OTHER _____ | |

Lenders Notice:

THE INDICATED DOCUMENTS MUST BE SUBMITTED WITHIN 48 HOURS OF RECEIPT OF NOTICE OF APPLICATION REVIEW IN ORDER FOR PROCESSING TO CONTINUE.

April 3, 2014

6:59 PM